



County of Door DEPARTMENT OF SOCIAL SERVICES

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Roger C. Tepe, Director
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2nd Public Hearing on the 2010 Programs and Budget for the Department of Social Services and the Senior Resource Center Social Services Committee Meeting July 14, 2009

Social Services Committee Chairman Mark Moeller called the July 14, 2009 Public Hearing to order at 1:30 p.m. Other Committee members present were, Charles Brann, Joel Gunnlaugsson, and Ben Meyer. Department staff present were Roger Tepe, Bev Knutson, Doreen Weyenberg, Joanne Ator, and Kay Englebert. Committee member, Marc Savard, had called Roger Tepe prior to the meeting to indicate that he would not be able to attend.

Mark Moeller asked Roger Tepe, Director of the Department of Social Services, if the public hearing had been properly noticed and upon confirmation opened the meeting with a statement regarding the purpose of the hearing and the procedures, which would be followed. Chairman Mark Moeller introduced the Committee members to those in attendance and noted that in the past the public hearings have been held later in the year.

Mark Moeller asked Roger Tepe if there was any written correspondence to present; and no correspondence was received.

Five (5) individuals / organizations attended the public hearing. In attendance and speaking at the Public Hearing:

Marty Martinez, who is on the Senior Advisory Committee, mentioned that he had spoken to many committees on the needs of seniors, such as a new building and the need for a full time supervisor at the Senior Resource Center. He noted that the full time supervisor was a position mandated by the State and County. He also stated that a letter was received last month stating that funding could be lost if the position was not filled. A full time supervisor's presence is needed at the Senior Resource Center. Marty commented that the Senior Resource Center is absolutely wonderful. They provide meals and camaraderie for seniors. It was mentioned that the senior programs should all be at the Senior Resource Center, under one roof. Currently, if someone needs certain kinds of services; they have to drive to the Government Center to receive those services.

Katie Malvitz spoke to the Committee as a private citizen. Katie agreed with what Marty Martinez had stated. She goes to the Senior Resource Center everyday; it's like her second home. "They (the staff at the Senior Resource Center) watch over us." Katie stated that if she was running late, someone from the Center would call to check on her. The staff is concerned about the seniors. The only complaint that Katie had was that a bigger building was needed.

Barb Maskell with HELP of Door County updated the Committee since the last public hearing she spoke at. HELP of Door County provides supervised visitations and the safer exchange program(s). Since the last public hearing, they had applied for recovery funds from the State and their request was denied.

HELP of Door County would like to continue with the supervised visitations and safer exchange program(s), but will need help in 2010 to fund it.

County Board Chairman, Leo W. Zipperer, spoke briefly about the Senior Resource Center and supported the need for a new, larger facility.

County Administrator, Michael Serpe, commented that his door is always open; and that the issue of a full time Senior Resource Center supervisor has been brought to his attention every year since 2006 during the budget process by Social Services Director Roger Tepe.

Chairman Mark Moeller concluded the hearing by thanking all participants and the attendees for their time and for expressing their thoughts. Chairman Mark Moeller noted that the next public hearings would take place in August - Aging Unit Plan and in November – 85.21 Transportation Plan.

The Public Hearing concluded at 1:48 p.m.

Regular Social Services Committee Meeting

1. Call to Order: Chair Mark Moeller called the July 14, 2009 meeting of the Social Services Committee to order at 1:48 p.m. Committee members present were, Charles Brann, Joel Gunnlaugsson, and Ben Meyer. Department staff present were Roger Tepe, Bev Knutson, Doreen Weyenberg, Kay Englebert and Joanne Ator. Committee member Marc Savard was not in attendance.

2. Establish a Quorum: Enough committee members were in attendance to establish a quorum (3 of 5 members are required and 4 were present – simple majority).

3. Approve Agenda: Motion by Charles Brann, second by Joel Gunnlaugsson to adopt the agenda as posted. Motion carried.

4. Public Participation: Marty Martinez had requested clarification on the funding for the full time supervisor for the Senior Resource Center. The Director of Social Services, Roger Tepe, commented that he would provide clarification further down in the agenda.

5. Review and Approve Minutes of Social Services Committee Meeting. Motion by Ben Meyer, second by Charles Brann to approve the minutes of the June 9, 2009 meeting of the Social Services Committee. Motion carried.

6. Review and Approve Vouchers to be paid in July, 2009. Upon review and discussion, motion by Ben Meyer, second by Joel Gunnlaugsson to approve the vouchers as submitted and detailed below:

Social Services

Total Social Services expenditures submitted for approval	\$ 142,316.24
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Senior Resource Center

Total Senior Resource Center expenditures submitted for approval	<u>\$ 24,484.56</u>
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Total Expenditures for approval

	<u>\$ 166,800.80</u>
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The motion carried unanimously.

7. Action: Budget adjustments required in 2009. Roger Tepe informed the Committee that the Department of Social Services received additional funding from the State for 2009. \$26,193 was received for the W-2 Program (Services line) and \$12,365.00 for congregate meals and home delivered meals at the Senior Resource Center. Joel Gunnlaugsson moved that the Department of Social Services accept the additional state allocations for W-2 Services and Congregate / Home Delivered Meals as shown in the details attached and applies these funds to the respective programs as designated by the state. Mark Moeller seconded the motion, the motion carried unanimously. As the additional meals money came from American Recovery and Reinvestment Act funds, that item will also be brought to the County Board via resolution for final acceptance.

8. Action: Re-affirm approval to continue operating W-2 in 2010 – 2011. Joanne Ator reported to the Committee that Door County met the State performance expectations for the 2006 – 2009 W-2 contract; and thus, the State awarded Door County the Right of First Selection. This means that Door County will not have to compete against other bidders for the upcoming 2010 – 2013 W-2 contract. Joanne indicated that she would do her best to control costs and if funding became low, Door County Social Services could give a 120 day notice to opt out. Case management and job placement services are contracted to the Women's Employment Project. Ben Meyer moved that the Social Services Committee give its permission to the Department of Social Services to pursue the Request for Proposal to continue operating the W-2 program for 2010 – 2011, subject to sufficient state funding / local reserves to carry the program without additional new county levy dollars. When the W-2 program appears to be headed toward insolvency, department staff are instructed to bring the matter back to this committee for review / possible opt out decision (120 day advance notice to the state is required to opt out of the W-2 Program). Joel Gunnlaugsson seconded the motion, the motion carried unanimously.

9. Information: 2010 Budget Process. Roger Tepe broke this down into three sections. The first section being actions completed since the June 9, 2009 meeting. On July 8th, Roger attended the Information Services Committee meeting to request computer equipment for the Economic Support Unit and Adult Services Unit. One re-class request was submitted and that was passed on to Kelly Hendee, Human Resources Director, and Michael Serpe, County Administrator. Roger then discussed the request that HELP of Door County had made and asked if the Committee members had any other questions regarding the 2nd Public Hearing. There was no further discussion about the comments made at today's Public Hearing.

The second section pertained to actions in progress or pending. Roger had just received the current employee payroll estimates for 2010 from the Finance Department the day of the meeting; and these figures could now be factored into the overall budget. Salaries, Health and Dental costs, and Retirement contributions were the categories showing the largest increases in this part of the budget. Roger sat down with Dori Weyenberg, supervisor for the Children and Families Unit, to discuss the Alternate Care Program(s). The number of children placed in Alternate Care continues to decline and we may be able to adjust the Alternate Care figure downward to offset a portion of the increases in staff costs. Roger then handed out a slightly revised organizational chart of the Department. The chart shows the Aging Unit (Senior Resource Center) with a full time supervisor (to be filled by Bev Knutson) and the Long Term Care Unit (currently known as Adult Services) with a full time supervisor (to be filled internally – replacing Bev Knutson). Within the Long Term Care Unit, an additional Social Worker would be hired. In actuality, only one new position would need to be filled – an entry level Social Worker. A discussion took place pertaining to the funding of the Aging Unit's supervisor's salary and to clarify Agenda Item Number 4 – Public Participation. The County Board had deleted the funding of a full time supervisor's position at the Senior Resource Center back in November, 2005, effective with Russ Bowling's retirement in May, 2006. No action was taken.

In the third section, Roger went over upcoming dates and events with the Committee. It was decided to change the September Social Services Committee Meeting from September 8th to September 17th. This

would allow the Committee members to review the budget after the September 11th Finance Committee meeting.

No action was taken.

10. Information: Full – Time Supervisor at the Senior Resource Center. Roger Tepe had a meeting with Michael Serpe, County Administrator, Kelly Hendee, Director of Human Services, Shirley Scalish, Director of Finance, and Joe Krebsbach, Director of Community Programs. At this meeting, Roger provided the following information: charts, proposal, sample of an ADRC structure, a five (5) year financial projection, and referred to monies returned to the General Fund or not allocated to the Social Services Department between 2002 and 2009. Funding is needed for the supervisor position at the Senior Resource Center and Roger Tepe received a verbal commitment from Michael Serpe and Shirley Scalish that funding for that position would come from the County for 2010.

Since the June 9th meeting, the following progress was made on the GWAAR Corrective Action Plan:

1. Demonstrating we have sufficient funding for a full time Aging Unit Supervisor. Funding has been promised.
2. Creating a job description for the full time aging unit director / supervisor. This has been completed.
3. Prepare a revised organizational chart reflecting a full time Aging Unit Supervisor. Completed.
4. Submitting evidence that there is older adult (elders over the age of 60) participation. Agendas and minutes of every meeting where this has been / will be discussed and elders are present are / will be saved with copies submitted to GWAAR.
5. Ongoing involvement in the 2010 – 2012 Aging Unit plan development. Seniors will be invited to attend the August 11, 2009 Public Hearing and give input on the plan. A copy of the plan will also be available at all the meal sites for seniors to inspect / comment on.

A summary of these five (5) corrective action steps and progress made to date will be submitted in writing to GWAAR by Bev Knutson by the August 1, 2009 deadline.

No action was taken.

11. Recurring Reports, Informational Only.

ADRC/Family Care: A meeting took place on June 22nd on Family Care with the Directors and Managers of the seven (7) county planning group. Those counties that appeared white on the map have not made a decision as to the direction they are taking. The State is setting up training for Long Term Care Managers and this could take place in August or September. \$2,000.00 was approved to create a website and agendas / minutes from the meetings and other pertinent material would be posted on this website. Interviews for a Planning Director will take place in August and that individual should be on staff in September. A fiscal staff person would be hired next and this position would be tailored to complement the skills of the Planning Director. The next step would be to begin formally educating elected officials, other community stakeholders, and service providers. On a related note, Bev Knutson, Joe Krebsbach, Cindy Zellner-Ehlers, and Roger Tepe will be meeting with Kewaunee County officials to discuss creation of a two (2) county ADRC on July 22nd.

5311 Transportation Funding: We are still waiting for funding from the State; and the State is waiting for funding from the Federal level. The Red Cross is having reservations about the 5311 Transportation funding due to the requirement to make their transportation service available to the general public, as well as their usual elderly / disabled customers. This could affect the local

match funding and amount of operating deficit as we plan toward a public transit system in Sturgeon Bay in the near future.

The committee took no action.

12. Supervisor's Reports, Program Units, Informational Only.

Adult Services. Bev Knutson announced that the Older Americans Act, signed by President Lyndon Johnson, will be celebrating its 44th birthday on July 14th. This law guides programs that emphasize services for older people to live at home with honor and respect. The additional stimulus funding of \$12,365 as noted in number seven (7) on the Agenda can only be used to fund meals. The plan is to add an additional Friday meal on Washington Island. Currently there is only one Friday per month served in addition to the Monday and Wednesday meals. A new freezer was purchased, with other nutrition money, allowing more frozen meals to be stored. Bev noted that donations for meals went up about \$3,000.00 compared to May of 2008. The remodeling of the exercise room is coming along. The walls are in place and have been plastered. The next steps are to paint, complete the electrical work and lastly lay the carpeting. Bev's goal is to have an Open House in September – which is National Prevent Falls Month. Bev informed the Committee members of a Quality Assurance Review in Adult Services. She thanked the Social Workers for a job well done as in the past 16 years, no financial sanctions were assessed and no system wide problems occurred. Committee member Mark Moeller commented that perhaps the Supervisors could draft a letter of congratulations for the Committee members to sign and then pass it on to the individual(s) for a job well done. Bev shared information that she received from the Department of Administration's Demographic Services Center pertaining to older adults in Wisconsin. The maps went in five (5) year increments: 2010 – Door County's senior population will be at 21% - 24%, 2015 – it will be at 24% - 27%, and in 2020 – it will be more than 27% along with only Iron, Vilas, and Burnett Counties.

Child and Family Services. Dori Weyenberg informed the Committee members that the number of children / individuals in placement right now is low. She also reported that Children and Families Unit received approximately \$4,600 as "pass thru" money from the State (Community Intervention Program fund). This is the same fund we drew from to gift \$2,000.00 to the Boy's and Girl's Club earlier this year. These funds cover a one year period (July 1, 2009 – 2010). Dori has been in contact with Team Leadership Center; and she is hoping they can develop a program for delinquent youth in which those funds would be used.

Economic Support. Joanne Ator updated the Committee members on the Badger Care+ Core Plan for Adults without Dependent Children; which started July 15th. If individuals need assistance with applying; they can contact the Community Care Clinic, those individuals between the ages 60-64 can contact Lynn Christenson at the Senior Resource Center and set up an appointment, or our intake workers, Cheryl and Christina. The State has been surprised as to how long it takes to talk to an actual individual on the phone if applicants call the 800 number. Those who complete the application on line often fill in wrong information due to the question(s) being difficult to understand. Through the Core Plan, the State will also be taking over the Food Share caseload for childless adults who are not disabled. A concern right now regarding the Food Share program are those individuals who are expedited for zero (0) income. The State has not been very timely on processing those applications. Joanne reported that cases / applications continue to increase for those services handled through Economic Support. There were 599 more Door County residents who received Food Share in June of 2009 than in June of 2008.

Support Services. Kay Englebert reported that she was busy with reports.

The committee took no action on informational items presented.

13. Information: Director's Report. Roger Tepe noted that the plans for a new Senior Resource Center were delayed another year. However, on June 25th, the Health and Human Services type Department Heads met and were asked to start putting on paper what was wanted in the Senior Resource Center / Public Health building project. The project is still moving ahead. A discussion also took place in June, that if the building has not been constructed by the time we are ready for Family Care / ADRC in later 2011, space would have to be rented to house an ADRC off site. A lengthy discussion took place with individuals in the audience and Committee members on the subject of a new Senior Resource Center.

14. Set Next Meeting Date: The committee set its next monthly meeting for 1:30 p.m., August 11, 2009 at the Senior Resource Center. The Public Hearing on the 2010 - 2012 Aging Unit Plan will be conducted at this same meeting.

15. Adjournment: Motion by Joel Gunnlaugsson, second by Ben Meyer to adjourn the meeting at 3:50 p.m. Motion carried.

Respectfully Submitted,

Christine Coulthurst
Recording Secretary

APPROVED BY:

A handwritten signature in dark ink, appearing to read "Ben Meyer", is written over a horizontal line.



Jim Doyle
Governor

Reggie Bieha
Secretary

Julie Kerkstok
Administrator

State of Wisconsin

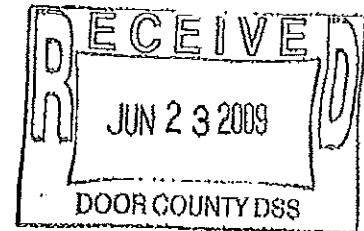
**Department of Children and Families
Division of Family and Economic Security**

Bureau of Working Families
Program Operations Section
201 E. Washington Avenue, Room A200
P.O. Box 8916
Madison, WI 53708-8916

Telephone: 608-267-9886
TTY: 608-267-2200
bwf_co@wisconsin.gov

June 22, 2009

Mr. Roger C. Tepe, Director
Door County Department of Social Services
421 Nebraska Street
Sturgeon Bay, WI 54235



Re: W-2 Contract Amendment

Dear Mr. Tepe:

Enclosed is a Base Contract Funding Adjustment Contract Amendment to the 2006-2009 Wisconsin Works (W-2) and Related Programs Contract for Door County. This document is for your records. Thank you.

Sincerely,

Gary Mertig

Gary Mertig
Regional Administrator

GM/pb

enc

**BASE CONTRACT
FUNDING ADJUSTMENT**

CONTRACT AMENDMENT
to the
WISCONSIN WORKS (W-2) and RELATED PROGRAMS CONTRACT
for the period January 1, 2006 through December 31, 2009
by and between
the Wisconsin Department of Children and Families
and
Door County Department of Social Services

The Wisconsin Works (W-2) and Related Programs Contract and Amendments to the Contract are amended to both provide additional funding and to transfer funding within the Base Contract in accordance with your agency's request.

1. Increased Funding

Additional W-2 funding has been made available to your W-2 Contract Agency. This funding has been distributed in accordance with your Agency and the Department's analysis of your agency's projected shortfall and the available funding. The amount of your agency's increase is \$26,193 and is enumerated in the chart below.

2. Funding Adjustment

W-2 Base Contract funding is adjusted to move administrative funds from contract code 2100 into contract codes 2200 and/or 2400 or to transfer funding amounts between contract codes 2200 and 2400 to revise the amount of funding identified for services and/or benefits, in accordance with your agency's request and the Department's approval. The amounts of your agency's adjustments are enumerated in the chart below.

3. Other Terms and Conditions

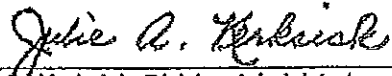
All other terms of the Contract continue except as amended in this Amendment.

4. Specific Funding Amounts

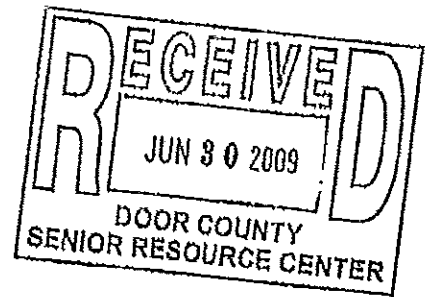
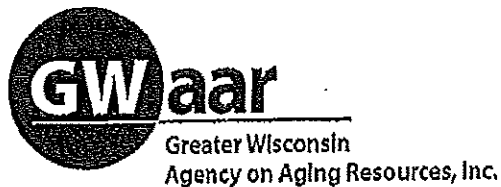
Agency: Door Co	Agency # 15
Contract Period: 01/01/06-12/31/09	Funding Period: 01/01/08-12/31/2009

CORE Contract Code	Current Contract Amount	Increased Funding Issued	Contract Change Requested	Amended Contract Amount
2100 W-2 Administration	\$32,040	\$0	\$0	\$32,040
2200 W-2 Services	\$81,381	\$26,193	\$0	\$107,574
2400 W-2 Benefits	\$100,182	\$0	\$0	\$100,182
Total W-2 Contract	\$213,603	\$26,193	\$0	\$239,796

IN WITNESS THEREOF, the Purchaser has executed this Amendment on the date set forth below.


Julie Kerkisick, Division Administrator
Division of Family and Economic Security
Department of Children and Families

6/17/09
Date



June 25, 2009

Door County Dept of Social Services, Senior Resource Center, Div.
Attn: Bev Knutson
832 N. 14th Avenue
Sturgeon Bay, Wisconsin 54235

Re: Contract for: AAA Older Americans Act Program
American Recovery and Reinvestment Act of 2009

We have prepared your contract for the American Recovery and Reinvestment Act of 2009.

Please note this contract runs from July 1, 2009, through September 30, 2010.

As usual, we have enclosed two copies of the contract. Please sign both copies of the contract, file one, and return one. The return copy should be mailed to Greater Wisconsin Agency on Aging Resources, Inc., 2850 Dairy Drive, Suite 200, Madison, WI 53718.

Robert Kellerman, Executive Director
Greater Wisconsin Agency on Aging Resources, Inc.

EXHIBIT 1

NOTIFICATION OF GRANT AWARD

C1 and C2 STIMULUS PROGRAM

GranteeDoor County Dept of Social Services, Senior Resource Center, Div.

C1 Grant Amount \$ 8,549.00

C2 Grant Amount \$ 3,816.00

*Catalogue of Federal Domestic Assistance (CFDA) 93.053